

JOB ANNOUNCEMENT

Berrien County Trial Court – Family Division
St. Joseph, MI

Deputy Register (Probate): Full-time position available in Berrien County, Michigan
Salary: \$24,752

Required: High school diploma or GED, six months of office experience in a legal office or government organization and a typing speed of 40 words per minute net. Please contact Personnel to schedule a typing test. **Please note that your application will NOT be forwarded to Probate Court until you have taken and successfully passed a typing test at the required speed.**

Desired: Additional coursework and one year of office experience in a legal office or government organization.

Duties: Under supervision, performs clerical/administrative tasks associated with the assigned department including maintenance of an accurate record information retention system. Schedules hearings and case conferences, prepares paperwork and certified documents, answers the phone and responds to inquiries. Types materials and uses a computer terminal to maintain information.

BERRIEN COUNTY, MICHIGAN – A great place to live and work. Berrien County is located in the southwest corner of the state. It is bordered on the west by 42 miles of Lake Michigan shoreline and on the south by the State of Indiana. Berrien County has a diversified economic base with its manufacturing, agriculture, tourism, and service industries. With the Lake Michigan resource and 306 inland lakes and rivers, Berrien County is a popular tourism destination, which is enhanced by the unique farm markets that abound within the area. The County's central location (fifty-four percent of U.S. manufacturing and sixty-five percent of Canadian manufacturing are within 500 miles) is services by major highways, airports, rail, and commercial ports, which contribute to maintenance of the strong diversification of the economic base.

APPLICATION FOR THIS POSITION CAN BE OBTAINED AT THE FOLLOWING:

**PERSONNEL DEPARTMENT, BERRIEN COUNTY ADMINISTRATION BUILDING
701 MAIN STREET, ST. JOSEPH, MICHIGAN 49085
BETWEEN 8:30 A.M. AND 5:00 P.M.**

**JOB HOTLINE (269) 983-7111, EXT. 8919
BERRIEN COUNTY WEB SITE: www.berriencounty.org**

Equal Opportunity Employer